

EDUCATION & PUBLIC HEALTH (195 47 ) Department

MS. SERIES.

G.O. No. MS. 3906 Public Health.

Dated the 28th November 1947.

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[Despatch Abstract.]

PAY - Medical Department - Certain posts of Head Stewards  
and other non-gazetted officers - Scale of pay revised in 1947 -  
Revision - Refused.

Medical Department.

From

Dr. S.L.Bhatia, CIE, MC. VHS. MA. MD. CANTAB).

FRCP(LOND). FRS(E).

Surgeon-General with the Government of Madras, MADRAS-6.

To

The Secretary to Government,  
Education and Public Health Department, Madras.

Ref. No.76813-1G. dated 17-10-1947.

Sir,

Sub: Public Services - Medical Department - Revised  
scales of pay 1947 - Head Stewards and other  
non-Gazetted Officers on a scale of pay of  
Rs.80-125 - Proposal for enhancement.

Ref: G.O.No.78 Finance dated 6-2-1947.

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The ministerial posts in the City Medical Institutions comprise lower division clerks and higher grade clerks including Accountants or Stewards, Headstewards of bigger institutions, head clerks etc. The scales of pay for the above posts have been fixed in accordance with the responsibilities and the onerous duties performed by the respective incumbents of the service. The following statement will show in one view the scales of pay of the posts prevailing prior to 1933, the scales as revised in 1933, and the latest scales of pay sanctioned in G.O.No.78 Finance dated 6-2-47 for the various higher grade posts in the City Medical Institutions including the King Institute, Guindy.

| Names of posts.                                                                                                                                                                                                                                                             | Pre<br>1933<br>scale. | 1933<br>scale<br>of pay. | Scale of pay sanc-<br>tioned in G.O.78<br>Finance dated<br>6-2-1947. |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------------|----------------------------------------------------------------------|
| I Accountants, Government General Hospital and Stanley Hospital and Manager, King Institute, Guindy.                                                                                                                                                                        | 125-5-150.            | 100-7½/2-115-10/2-125.   | 140-5-190                                                            |
| II Head Stewards, Mental Hospital, Govt. Hospital for Women and Children, Govt. Ophthalmic Hospital, Stanley Hospital, Cashier, Medical Store Keeper, Government General Hospital, Head Clerk, Medical College, Accountant and Librarian, King Institute, Guindy - 9 posts. | 85-4-125              | 70-5/2-85-7½/2-100.      | 80-3-95-5-125.                                                       |
| III Stewards, Govt. Royapettah Hospital, Tuberculosis Hospital, Victoria Caste and Gosha Hospital and Rajah Sir Ramaswami Mudaliar's Lying-in-Hospital and Accounts of City Medical Institutions (upper division clerks).                                                   | 65-4-85.              | 55-5/2-70.               | 80-3-95-5-110.                                                       |

2. It will be seen from items I and III of the above statement that there has been a distinct increase in the scales of pay of all the posts mentioned therein. But the scales of pay of the Headstewards etc. (Rs.80-125) mentioned in item II have not been enhanced in proportion to the other scales, though these posts involve responsibilities of higher importance. On the other hand, the scale of pay has been given a downward trend with a lower minimum and lower rate of increase as compared with the pre 1933 scale of pay (85-4-125) though the responsibility and magnitude of work of these posts have increased enormously since 1933. The scale sanctioned for these posts is practically similar to that of the Accountants (upper division clerks) and stewards on Rs.80-110.

3. The posts of head stewards in the Stanley Hospital, Government Hospital for Women and Children, Government Mental Hospital and Government Ophthalmic Hospital, Cashier, Government General Hospital, Head Clerk, Medical College and Accountant, King Institute, Guindy, belong to a higher grade than the upper division clerks or stewards on a scale of pay of Rs.80-110 and officiating allowance is admissible from the latter posts to the former. Head Stewards are the independent heads of ministerial staff of the four Hospitals mentioned above. Head Stewards of these institutions, Head Clerk, Medical College, Cashier, General Hospital and Accountant, King Institute, Guindy have to supervise the work of not only the lower division clerks but also the Accountants (upper division clerks) working under them. Promotion to the posts of Head Stewards etc. are made from among the upper division clerks with due regard to seniority and merit. As such one should have served for a considerably long period (about 20 years) before promotion to these posts. The scales of pay for Stewards (upper division clerks Rs.80-110) and Head Stewards etc. (Rs.80-125) being almost equal, there is practically no financial benefit derived from such promotions after a long period of service in the lower grade. While the upper division clerks (Rs.80-110) in some of the institutions have little or no supervisory work, the Head Stewards etc. (Rs.80-125) have to supervise the work of a number of clerks working under them. The scales of pay of the isolated posts of Medical Store Keeper, Government General Hospital and Librarian, King Institute, Guindy, have also been fixed at Rs.80-125 only, though special qualifications have been prescribed for these posts. The duties of the Head Stewards and Accountants of the Government Mental Hospital and Government Ophthalmic Hospital, Madras, are furnished in the Annexure. A list of duties of the other 7 posts mentioned in item II of the above statement has been called for and will be furnished to Government shortly.

4. The following cases of the revised scales of pay indicate that in the other Departments the scales of pay similar to that of the 9 posts referred to above have been revised uniformly consistent with the responsibilities involved, while in this Department the pre 1947 scale of pay of Rs.70-100 has not been revised in the same manner.

| <u>Service and Post.</u>                       | <u>pre 1947 scale<br/>of pay.</u> | <u>1947 scale<br/>of pay.</u> |
|------------------------------------------------|-----------------------------------|-------------------------------|
| I Madras Engineering Sub-<br>ordinate Service. |                                   |                               |
| Branch I - Electricians                        | Rs.70-110                         | Rs.100-150.                   |

|                                                                                         |        |        |
|-----------------------------------------------------------------------------------------|--------|--------|
| II Madras General Subordinate Service.                                                  |        |        |
| Classes I and III - Shift                                                               |        |        |
| <del>Operators and</del>                                                                | 70-90  | 90-120 |
| Senior Assistants, I Grade.                                                             | 70-100 | 95-125 |
| III Madras Judicial Subordinate Service.                                                |        |        |
| Head Clerks in the Office of the Administrator-General and Official Trustee and others, |        |        |
|                                                                                         | 70-100 | 90-135 |
| IV Madras Provincial Broadcasting Department.                                           |        |        |
| Radio Supervisors.                                                                      | 60-100 | 80-200 |

5. In view of the facts stated above I consider that the scale of pay of Rs.80-125 sanctioned for the 9 posts mentioned above is inadequate and requires revision, I, therefore, recommend strongly that the Government will be pleased to revise the above scale of pay into Rs.100-5-150 with effect from 1-1-1947.

Your obedient servant,

Sd/- x x

For Surgeon-General with the Govt. of Madras.

Duties of Head Steward. (Mental Hospital).

1. He shall deposit a security of Rs.1000/- and execute a bond in the form laid down.
2. He shall be present daily at the Mental Hospital from 8 a.m. to 4.40 p.m. with an interval of two hours for meals except on Sundays and holidays when he shall attend office from 8 a.m. to 12 noon.
3. He shall have general supervision over the Steward's Department. He shall be responsible for all expenditure and shall receive and disburse all money due to or from the Mental Hospital; and shall keep all accounts therewith as ordered. He shall be responsible for all sums of money that pass through his hands, entering current transactions at the time they occur.
4. He shall have charge of all private property except linen belonging to insanes in the Mental Hospital and on the death or discharge of an insane he shall at once apply to the Superintendent for orders as to the disposal of the property, if any. He shall receive all sums paid on account of maintenance of insanes as per the bills prepared by the Accountant and transmit the amounts to the bank as often as possible; he shall draw disburse money to insanes under the "Boarding-out" system.
5. He shall draw the pay of establishment and on the day of receipt shall issue the same in the presence of the Superintendent or the Deputy Superintendent with the assistance of the Accountant.
6. He shall audit the contractor's bill and shall draw money from the Accountant-General on contingent bills for the value of the articles costing less than Rs.50/- purchased and disburse the amount to the suppliers.

7. He shall effect, to the best advantage, sales of garden produce and other articles ordered to be disposed of by the Superintendent, and he shall duly record and submit for approval the accounts of the same. The manufactured articles should be valued according to the current local market rate.

8. He shall pay the necessary charges for the purchase of materials required for repair of equipment repairable and shall supervise the expenditure of the same.

9. He shall assist the Superintendent (1) in taking quarterly stock of all bedding, clothing and furniture; and (2) in calling for, and disposing of, tenders for articles required.

10. He shall see with the help of the linen clerk that the stock of bedding and clothing and furniture and miscellaneous articles (not actually in use in the sections) is kept in accordance with rules.

11. He shall prepare the following returns:

(1) Statement showing particulars of income of Mental Hospital.

(2) Financial part of annual report.

12. He shall keep the books pertaining to his office.

#### Financial Accounts.

13. The following books should be maintained in all Government Mental Hospitals in this Presidency.

1. Register of cash receipts.
2. Manufacture stock book.
3. Garden produce account book.
4. Register of miscellaneous receipts.
5. Register of outstanding or personal ~~registry~~ ledger.
6. Deposit register.

14. The register of cash receipts should be closed monthly.

15. All remittances to the treasury of whatever kind of receipt should be charged off under the initials of the Superintendent.

16. The books should be checked and initialled and the cash balance in the chest examined by the Lay Secretary daily and by the Superintendent at the end of every month.

17. No payments should be made for emergencies from the receipts of the Mental Hospital. Receipts should be promptly brought into account and remitted to the treasury once a week or oftener when the amount in hand exceeds Rs.1000/-.

18. The value of vegetables, etc. from the garden and of milk from the dairy farm when used for patients diet should be included in the accounts so that the statistics furnished for the annual administration report and the figures in the Revenue and Financial Accounts may exactly tally.

19. The register of garden produce and manufacture accounts should show distinctly the particulars of every bill on account of garden produce and manufactured articles sold for credit which remains unpaid at the end of the month.

20. He shall keep records of all correspondence submitted by him and papers handed to him relative to his department and file copies of all requisitions and returns.

21. He shall also do such other duties as may be entrusted to him from time to time by the Superintendent.

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The Account Section of the Mental Hospital shall consist of one Accountant and two Assistants (Clerks L.D.) and their duties are as defined below:-

Accountant.

(1) He shall prepare the Number Statements, Budget Estimates and Revised Estimates of Expenditure.

(2) He shall prepare the Budget Estimate of Receipts and the monthly statement of Receipt ~~xxx~~ verification.

(3) He shall be responsible for the maintenance of Disbursing Officers Registers and submit monthly extract to the Surgeon-General with the Government of Madras.

(4) He shall prepare the April Returns and the other subsidiary statements.

(5) He shall maintain the Service Books and Leave Accounts of the Superior Establishments.

(6) He shall prepare the pension papers of all retired officers and subordinates and attend to correspondence relating thereto.

(7) He shall attend to correspondence relating to all superior staff and Medical Officers regarding their postings, leave, transfers etc.

(8) He shall attend to correspondence regarding the grant of allowances, Funds (G.P.F. and D.S.P.F.) etc. to the staff.

(9) He shall prepare all the T.A. bills and U.A. bills and shall attend to Audit objections in respect of pay bills.

(10) He shall prepare the following returns.

1. Monthly absentee statement of Nursing Establishment.
2. Monthly statement of employment position.
3. Monthly statement of L.P.C.'s received from Defence Department.
4. Monthly statement of Medical Officers on reserve duty.
5. Monthly statement of appointments and promotions.
6. Quarterly return of vacancies reserved for war service candidates.
7. Annual estimate of vacancies of Ministerial staff.
8. Annual statement of ~~non-gazetted officers likely to~~ permissible limit of expenditure on drugs.
9. Annual statement of non-gazetted officers likely to retire and retired.
10. Annual list of clerical staff.

11. Annual statement of communal representation.
12. Periodical transfer of Medical Officers, Nursing establishments and Deputy Overseers.

He shall also do such other duties as may be entrusted to him from time to time by the Lay Secretary and Treasurer or the Superintendent.

First Assistant to the Accountant (B.2)

- (1) He shall be responsible for the correct maintenance of the hospital stoppages register (excepting foreign patients) and prepare bills of demand.
- (2) He shall prepare the pay bills and Acquittance Rolls of all inferior staff (male and female servants).
- (3) He shall maintain the Service Rolls and Leave Account of all inferior staff and attend to miscellaneous correspondence of inferior Establishment.
- (4) He shall prepare the following returns:-
  - (i) Monthly return of charges in respect of Special Police Establishment.
  - (ii) Monthly return of supply or services rendered to United States Forces.
  - (iii) Monthly statements of expenditure on Famine Relief Measures.
  - (iv) Monthly statement of rent recovered from servants quarters.

He shall maintain the following registers:-

1. Casual Leave Register.
2. Fine Book.
3. Rent collection register.
4. Bills and token register.

He shall also do such other duties as may be assigned by the Accountant, Head Steward or Lay Secretary.

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The above order supersedes all previous orders on this subject.

HEAD STEWARD (GENERAL HOSPITAL).

The Head Steward shall furnish a security of Rs.250/- for the faithful performance of his duties and shall enter into an agreement with the Government in the prescribed form.

His hours of attendance are from 9 a.m. to 4 p.m. with an interval of one hour.

He shall not leave the hospital during his hours of duty without formally placing one of his assistants in charge of his duties.

~~He is responsible~~

He is responsible that the other members who are required to furnish security have done so and executed the prescribed bonds and that the bonds are kept in safe custody.

He is responsible for the regular working of the clerical staff of the hospital, and will bring to the notice of the Superintendent any unusual delay in the disposal of correspondence.

He shall see that the several returns and periodical statements that are to be sent by the staff concerned are prepared in time.

He will see that no leakage takes place from neglect or carelessness on the part of the issuer employed in the stores and that all weights and measures are correct.

He will attend personally to the correspondence connected with the tenders for the hospital supplies.

He will see that the comparative statement of tenders and statement of accepted rates are prepared and submitted with the original tenders to the Surgeon-General and the finally approved rates communicated to the Accountant-General.

He will also arrange for the due execution of contractor's agreement bonds.

He will be responsible for the preparation of the following returns:

- Budget Estimate.
- Hospital administration report.
- Financial statement (Q. statement).
- Reappropriation statement, etc.

He shall be in charge of all moneys and valuables of patients during their stay in hospital. Particulars of such receipts should be entered by him in the deposit book and the signature of the owner or of the nurse in charge of the ward (should the patient be illiterate) be obtained, entries being duly attested by him both on the receipt and on the return of the money or valuables.

The unclaimed property of the patients dying in hospital and handed over to him by the matron will be sent by him to the Commissioner of Police.

~~He will be responsible for the expenditure of the establishment on the~~

He will deal with correspondence relating to buildings.

He will disburse the payment of the establishment on the day it is cashed in the presence of the Resident Medical Officer and the signature or marks (left thumb impression) of those who cannot sign shall be obtained by him in the acquittance rolls.

He has charge of the permanent advance of Rs.300/-.

He is responsible for the verification of the hospital cash balance on the first day of each month.

He will examine the books and registers maintained by the Accountant, Storekeepers and other clerks.

He will attend to the general correspondence regarding all important subjects (pay of staff, increase of staff, allowance, quarters, diet etc.)

He will scrutinize all drafts and returns put up for the Superintendent's signature by other clerks and pass them on for fair copying.

He will maintain the hospital order book.

He will see that the hospital standing orders are brought up to date.

He will be responsible for the periodical remittance of hospital receipts into the Reserve Bank of India.

He will accompany the Superintendent on his weekly inspection of the hospital, to the provision stores and kitchens and note for execution such orders as may be given to him.

He will be in charge of confidential correspondence.

He will go through all the circulars and Government orders received from the Surgeon-General and mark disposals.

He will go through the tapals received daily and distribute them to the clerks concerned working under him.

He will examine periodically the stamp account.

He will see that all articles of furniture, crockery etc. are brought into account by the Assistant Stewards and Storekeepers before the bills are passed for payment.

He is also expected to attend to such other executive duties as may be entrusted to him from time to time by the Superintendent.

## 2. ACCOUNTANT.

He will attend office from 9 a.m. to 4 p.m. and take his turn of Sunday duty with the Head Steward.

He will check the pay bills of the establishment and medical officers prepared by the First Assistant Steward and hand them over to the Head Steward one day before it is due at the Accountant-General's Office.

He will check the monthly ingredients, comparative and perishable article statements.

He will attend to the objections from the Accountant General under the instructions of the Head Steward. He will be responsible for the correct maintenance of the disbursing officer's registers of Expenditure and Receipts. He should furnish figures to the Head Steward for the budget estimate and for all financial statements.

He will be responsible for:

The accuracy of the contractors' bills; the preparation of contingent bills; the collection of hospital stoppages from patients both in the general and special paying ward.

He is responsible for the proper maintenance and upkeep of the service registers of the establishments.

He will maintain the contingent register.

He will prepare the April returns and other returns regarding establishment and also the pension and gratuity.

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GOVERNMENT OF MADRAS.  
ABSTRACT.

PAY - Medical Department - Certain posts of  
Head Stewards and other non-gazetted officers - Scale  
of pay revised in 1947 - Re-revision - Refused.  
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EDUCATION & PUBLIC HEALTH DEPARTMENT.

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G.O.Ms.No.3906 P.H.

Dated 28th November 1947.

Read: From the Surgeon General, Ref.No.76813-1G,  
dated 17th October 1947.  
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ORDER:

The Government do not approve the proposal  
of the Surgeon General that the revised scale of pay  
of Rs.80-125 sanctioned for the posts of Head Stewards  
etc. referred to in his letter cited above be raised  
to Rs.100-5-150.

BY ORDER OF HIS EXCELLENCY THE GOVERNOR.

Sd/- *E. S. Govey,*  
Secretary to Government.

To the Surgeon General.

(True copy)

KRVD.

*J. S. Adwanah Uthappa*  
OFFICE ASSISTANT, M.R.O.  
*NW*  
*2/12/47*